

## **ARTICLE 11 - PROBATION**

### **Section I. Period of Probation**

- A. Every employee in the classified service must work satisfactorily for a period of probation before attaining regular employment. A period of temporary appointment shall not be credited as service in probationary status.
- B. An employee's initial period of probation, and any subsequent promotional periods of probation shall consist of six (6) months of work for all classes, except police officers and fire fighters.
- C. The initial period of probation for police officers and fire fighters shall be twelve (12) months of work. Any subsequent promotional periods of probation for police officers and fire fighters shall be six (6) months.
- D. Any period of probation may be extended one or more times by the Director, but the cumulative extension period(s) shall not exceed the length of the original period of probation, except for police and fire employees whose cumulative extensions of initial periods of probation shall not exceed six (6) months.
- E. All new employees who complete six (6) months of probation shall be eligible to use accrued vacation, provided they are either:
  - (1) Granted eligibility to use such vacation by the Director for (employees serving more than six (6) months of probation) or
  - (2) Confirmed to regular employment status by a satisfactory end-of-probation report for employees serving a six (6) month period of probation. Except as provided in (1) above, employees who have their six (6) month probation period extended shall not be granted eligibility under this provision until the extended period of probation is successfully completed.
- F. Probationary employees may use accrued vacation in the event of absence due to injuries which qualify for Workers Compensation, as provided in these Articles.
- G. Up to but no more than thirty (30) cumulative calendar days of absence due to illness or injury, or while drawing Workers Compensation, shall be credited to a probationary employee as time served in the position. Time in excess of thirty (30) calendar days shall not be so credited, and the employee's period of probation shall be automatically extended an equal length of such excess time.

## **Section 2. Action Following Successful Probation**

Prior to the end of an employee's period of probation, the Director shall submit a performance appraisal to the Human Resources Director. A satisfactory performance appraisal report from the Director to the Human Resources Director shall confirm the employee to regular employment status and may entail a pay increase.

## **Section 3. Action Following Unsuccessful Probation**

- A. During an employee's initial period of probation, including any extension(s) thereof, the employee may be dismissed, suspended, or demoted by the Director without the right of appeal. Dismissal during the initial period of probation, including any extension(s) thereof, shall be noted as a release for unsuccessful completion of probation, and shall not be considered a dismissal for cause.
- B. A dismissed or suspended employee on promotional probation shall have a right of appeal, as provided by these Articles. However, an employee on promotional probation may be demoted to the class held prior to promotion, without the right of appeal. If a vacancy does not then exist for the demoted employee in the class held prior to promotion, the reduction in force rule shall apply.

## **Section 4. Corrective Probation**

When a Director determines that an employee's performance is "less than satisfactory" with respect to any or all of the employee's duties, tasks, and/or responsibilities set forth in the employee's classification specifications, a corrective probation may be invoked, as authorized by Article 4 of this Manual.

- A. The duration of a Sick Leave Probation will be for a 12 month period from implementation of such probation.

## **Section 5. Reports**

All actions affecting the status of a probationary employee shall be reported to the Human Resources Office by the Director.